UNITED
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Secretariat

ST/IC/1990/77
20 November 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: APPOINTMENTS, PROMOTIONS AND OTHER STAFF CHANGES

1. The present information circular contains a listing of the appointments, promotions, secondments, returns from secondment, mission/field assignments and separations from service of staff in the Professional category and above which were reported to the Planning and Information Section, Office of Human Resources Management, during the period 1 July to 30 September 1990. The present circular also contains a listing of personnel movements under the vacancy management and staff redeployment system. Staff changes that have taken place during the period covered by the circular but have not yet been reported to the Planning and Information Section are not included. Such changes will be reported in future issues of this circular.

2. Any necessary corrections to the information contained in this circular should be indicated in the space provided below with appropriate comments and returned to the Planning and Information Section, room S-2465, THROUGH THE EXECUTIVE OR ADMINISTRATIVE OFFICER of the department or office concerned.

Information in question :

Page :	Name :

Correction (where applicable) :

Name : (Mr.) (Mrs.) (Miss) (Ms)	
Functional Title :	
Nationality :	Department :
Grade :	Effective Date :

Comments : _____

_____

_____

_____

_____
Executive/Administrative
Officer

90-31497

PERSONNEL MOVEMENTS

(July - September 1990)

1. Appointments

Name Functional Title	Nationality	Grade	Office
CISS,Mr ABDOU Assistant Secretary-General	Senegal	ASG	AMOHRM
DESAI,Mr NITIN Deputy Sec-Gen of the Conference	India	ASG	UNCED
DIALLO,Mr HAMA ARBA Special Representative	Burkina Faso	D-2	UNCED
KONG,Mr FANNONG Director	China	D-2	TCD
PASTIZZI-FERENCIE,Mrs DUNJA Director	Yugoslavia	D-2	TCD
PERFILIEV,Mr VADIM PAVLOVICH Director	U S S R	D-2	DPI
GORKOVSKIY,Mr EVGENIY V Special Assistant to the U-S-G	U S S R	D-1	PSCA
KARMOUL,Mr AKRAM JAMIL Chief of Division	Jordan	D-1	ESCWA
VAVILOV,Mr ANDREI Head	U S S R	D-1	UNCED
ZHANG,Mrs XIAN Chief of Service	China	D-1	CS
BLINDER,Mr EDUARDO RUBEN Operations Manager	Argentina	P-5	AM
EVSTIGNEEV,Mr VALERI Recruitment and Placement Officer	U S S R	P-5	AMOHRM
PASZTOR,Mr JANOS Senior Environment and Development Officer	Hungary	P-5	UNCED
WARD,Mr RICHARD Chief of Service	U S A	P-5	AMOGS
WEST,Mr PETER J Senior Economic Affairs Officer	United Kingdom	P-5	ECLAC
CHENG,Mrs MEI LENG First Officer	U S A	P-4	PFIMS

PERSONNEL MOVEMENTS

(July - September 1990)

1. Appointments

Name Functional Title	Nationality	Grade	Office
CSIZMADIA,Mrs MAGDOLNA Statistician	Hungary	P-4	IESA
GRIGORIEV,Mr BORIS Translator	U S S R	P-4	UNOG
JEMIAI,Mrs YOLANDE Population Affairs Officer	France	P-4	TCD
KABUYE,Mr SOLOMON Chief of Unit	Uganda	P-4	UNEP
KOL,Mr SARIM Economic Affairs Officer	Australia	P-4	ECA
KOTCHERGA,Mr OLEG F Auditor	U S S R	P-4	AMIAD
KOUZNETSOV,Mr VADIM Translator	U S S R	P-4	CS
LARSEN,Miss CHERYL Economic Affairs Officer	U S A	P-4	TCD
LESTERHUIS,Mr KLAAS H Economic Affairs Officer	Netherlands	P-4	ESCAP
LESTRADE,Mr SWINBURNE Economic Affairs Officer	Dominica	P-4	ECLAC
THAROOR,Mr SHASHI First Officer	Kenya	P-4	SPA
AGARKOV,Mr ANDREI Translator	U S S R	P-3	CS
ASSUNCAO,Mr LUCAS Exec Assist to the Sec-Gen of the Conference	Brazil	P-3	UNCED
DMITREVSKI,Mr NIKOLAI Economic Affairs Officer	U S S R	P-3	ECE
JAYAWARDENA,Mr D E D S Economic Affairs Officer	Sri Lanka	P-3	ESCAP
KITAMOTO,Mr MASAYUKI Human Settlements Officer	Japan	P-3	UNCHS

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PERSONNEL MOVEMENTS

(July - September 1990)

1. Appointments

Name Functional Title	Nationality	Grade	Office
MALLAMPALLY,Mrs PADMA Transnat Corporatns Affairs Officer	India	P-3	CTC
MUDIWA,Mr WILLIAM F Recruitment and Placement Officer	Zimbabwe	P-3	AMOHRM
ROSENBLUM,Mrs GAY Fellowship Officer	U S A	P-3	TCD
STEFANOV,Mr OLAF-MICHAEL Systems Analyst	Austria	P-3	UNOV
WANG,Mr GUANSHENG Verbatim Reporter	China	P-3	CS
WELSH,Mr JOSEPH E Auditor	U S A	P-3	AMIAD
AMAYREH,Mr MOHAMMED Language Co-ordinator	Jordan	P-2	AMOHRM
AMBERG,Miss RICARDA M Programme Management Officer	Canada	P-2	UNOV
BARAK,Mr RON Programmer	Israel	P-2	ECA
BENYESHAYA,Mr SHALOM Systems Programmer	Israel	P-2	AMOPPBF
CHIBLI,Mr ANIS Chief of Subunit	France	P-2	UNOG
DU,Mr YAN Translator	China	P-2	CS
DZHALAGONIYA,Mr ALEXANDER V Verbatim Reporter	U S S R	P-2	CS
GALKIN,Mr NIKOLAI V Training Officer	U S S R	P-2	AMOHRM
KAMANOU-GOUNE,Miss MARIA-GISELE Systems Analyst	Cameroon	P-2	IESA
KUCHEROV,Mr YURI S Verbatim Reporter	U S S R	P-2	CS

PERSONNEL MOVEMENTS

(July - September 1990)

1. Appointments

Name Functional Title	Nationality	Grade	Office
MOENS,Mr CHRISTIAAN RICHARD Verbatim Reporter	Netherlands	P-2	CS
OKKERSEN,Miss ELLEN Legal Officer	Netherlands	P-2	OLA
PAQUIN,Mr SERGE Verbatim Reporter	Canada	P-2	CS
SANTANDER CASTRO,Miss JULIA Statistician	Peru	P-2	IESA
TABOADA GONZALEZ,Mrs MARIA Programmer-Analyst	Venezuela	P-2	IESA
TANMIZI,Miss ANNIE Recruitment and Placement Officer	Indonesia	P-2	AMOHRM
TARDOS,Miss AGNES Statistician	Hungary	P-2	IESA
VERHEUL,Mr ADRIAAN Human Rights Officer	Netherlands	P-2	HR
WANG,Mr DEWU Translator	China	P-2	UNOG
WEST,Mr PATRICK M Auditor	Panama	P-2	AMIAD

2. Promotions

Name Functional Title	Nationality	Grade	Office
DE LA MOTA OREJA,Mr MATIAS Director	Spain	D-2	UNOG
MASHA,Mr F LWANYANTIKA Director	U Rep Tanzania	D-2	DPI
ULKUMEN,Mr MEHMET Chief of Protocol	Turkey	D-1	UNOG
DE CLERCQ,Mr CHRISTIAN Special Assistant	Belgium	P-5	UNARDL
GILPIN,Mr MARK Budget Officer	Ireland	P-5	AMOPPBF
WHITE,Mr THOMAS Chief Administrative Officer	Canada	P-5	UNAVEM
KABI,Mrs FAITH Economic Affairs Officer	Lesotho	P-4	ECA
KAMPS,Mr THOMAS G Systems Analyst	Germany*	P-4	AM
MOORE,Mr THOMAS Translator	U S A	P-4	CS
SAPSAY,Mr DMITRIY Translator	U S S R	P-4	CS
SKAF,Mr WALID Interpreter	Syrian Arab Rp	P-4	CS
KARUNARATNE,Mrs MARION Information Officer	Sri Lanka	P-3	DPI
LWIN,Mr SAW Information Officer	Myanmar	P-3	DPI
SLIM,Mrs MELVINA C Interpreter	Lebanon	P-3	CS
TIAGHA,Mrs HANNAH N Economic Affairs Officer	Cameroon	P-3	ECA
XIONG,Mr MING Interpreter	China	P-3	CS

*With effect from 3 October 1990 the Federal Republic of Germany and the German Democratic Republic united to form one sovereign State under the designation 'Germany'.

PERSONNEL MOVEMENTS

(July - September 1990)

2. Promotions

Name Functional Title	Nationality	Grade	Office
ZHANG,Mr WEI Interpreter	China	P-3	UNOG
DOOKIE,Mr RADCLIFFE Statistician	Trinidad & Tob	P-2	ECLAC
HENRIQUEZ,Mr ABEL Assoct Officer	Chile	P-2	ECLAC
MICHAUD,Miss CELINE J Officer-in-Charge	Canada	P-2	AMOHRM
UCHIDA,Miss KAYO Finance Officer	Japan	P-2	UNEP
ZEWGE,Mr GENENE Statistician	Ethiopia	P-2	IESA

PERSONNEL MOVEMENTS

(July - September 1990)

3. Transfers

Name Functional Title	Nationality	Grade	Office From	 To
ANNAN,Mr KOFI Assistant Secretary-General, Controller	Ghana	ASG	AMOHRM	AMOPPBF
DUQUE,Mr ARMANDO Director	Colombia	D-2	DPI	TCD
ANDREEV,Mr VICTOR A Principal Officer	U S S R	D-1	PSCA	AM
WALDHEIM-NATURAL,Ms LISELOTTE Secretary of the Board	Austria	D-1	CS	UNOV
GOSS,Mr ROGER A E Senior Personnel Officer	United Kingdom	P-5	ESCWA	AMOHRM
BILGER,Mr JOACHIM Administrative Officer	Germany	P-4	AMOUSG	AMOPPBF
MAIA-SAMPAIO,Mrs LEONOR MARIA Evaluation Officer	Brazil	P-4	HR	AMOPPBF
KRISHNAN,Mr VENKETACHALAM Finance Officer	India	P-3	DIESA	AMOPPBF
MENNEL,Mrs INGRID Administrative Officer	Germany	P-3	ESCAP	UNOV
MULLER,Mr JOACHIM Budget Officer	Germany	P-3	AMOPPBF	UNOV
ZEID,Mr GALAL Interpreter	Egypt	P-3	CS	UNOV
SY,Miss FATIMATA Y Administrative Officer	Senegal	P-2	AMIAD	AMOGS

PERSONNEL MOVEMENTS

(July - September 1990)

4. Movements under the Vacancy Management and Staff Redeployment System

a. Promotions

Name Functional Title	Nationality	Grade	Office
PATEL,Mr BHAICHAND Director, Information Centre	Fiji	D-1	DPI
ARCHAMBAULT,Mr ALAIN Senior Translator	France	P-5	UNOG
BELOV,Mr VLADIMIR Programme Budget Officer	Byeloruss SSR	P-5	AMOPPBF
EL EGAILY,Mr MOHAMED O Chief of Section	Sudan	P-5	ECA
GOMEZ DEL PRADO,Mr JOSE Human Rights Officer	Canada	P-5	HR
HOQUE,Mr A F Senior Officer	Canada	P-5	ECA
LEBOURG,Miss MICHELLE Chief of Section	France	P-5	UNOG
MACURA,Mr MIROSLAV Chief of Unit	Yugoslavia	P-5	ECE
MAISONNEUVE,Mr DENIS Reviser	Canada	P-5	CS
MAQUAIS,Mrs ELISABETH Senior Translator	France	P-5	UNOG
SHAYAKHMETOV,Mr AIDAR Senior Translator	U S S R	P-5	CS
AL-OKLA,Mr BACHIR Interpreter	Syrian Arab Rp	P-4	CS
ANDREJEW,Ms ALEXANDRA Interpreter	France	P-4	CS
ANTAKI,Miss MICHELE Interpreter	France	P-4	CS
BENGZON,Mrs M CECILIA Finance Officer	Philippines	P-4	AMOPPBF
FAKHR,Mr HOSSAM A Interpreter	Egypt	P-4	CS

PERSONNEL MOVEMENTS

(July - September 1990)

4. Movements under the Vacancy Management and Staff Redeployment System

a. Promotions

Name Functional Title	Nationality	Grade	Office
FIGUEROA,Mr LEONEL S Economic Affairs Officer	Peru	P-4	ECLAC
GIRALDO,Mr ADELARDO Auditor	Colombia	P-4	AMIAD
HILLE,Mr CARL H Deputy Chief	U S A	P-4	CS
KULICHEVSKY,Mr VYACHESLAV A Translator	U S S R	P-4	CS
LITVINOV,Mr ALEXANDRE G Translator	Byeloruss SSR	P-4	CS
NADLER,Ms DEBORAH Legal Officer	Switzerland	P-4	OLA
PETZOLDT,Mr VOLKER Officer-in-Charge	Germany	P-4	ECLAC
SHATILOV,Mr ALEXANDR Y Translator	U S S R	P-4	CS
LEGASPI,Ms MA AURITA M Compensation Officer	Philippines	P-3	AMOHRM
MCCULLOUGH,Mrs ELIZABETH Editor	Canada	P-3	UNCTAD
PARDAL,Mrs DEIRDRE Classification Officer	U S A	P-3	AMOHRM

PERSONNEL MOVEMENTS

(July - September 1990)

4. Movements under the Vacancy Management and Staff Redeployment System

b. Reassignments (within the same office)

Name Functional Title	Nationality	Grade	Office
NGOBI,Mr JAMES CHRISTOPHER Political Affairs Officer	Uganda	P-5	PSCA
RANA,Mr UTTAM S Chief of Service	Nepal	P-5	DPI
UNO,Mr HISASHI Information Officer	Japan	P-5	DPI
WALTON,Mr KEITH Chief of Service	United Kingdom	P-5	AMOHRM
BARTOLO,Mrs SUSAN Deputy Executive Secretary	U S A	P-4	AMOPPBF
BRANFORD,Mr KESTER Translator	Trinidad & Tob	P-4	CS
BUNNEL,Mr S MARTIN Chief	Sweden	P-4	DPI
CHIN,Mr RONNIE P Chief of Section	Jamaica	P-4	AMOPPBF
NEUDEK,Mr KURT Social Affairs Officer	Germany	P-4	UNOV
RUSSLER,Mrs DIANA Security Coordinator	Italy	P-4	AMOHRM
SEKEL,Mr STEPHEN Translator	U S A	P-4	CS
ZAINOEDDIN,Ms FRANCES Budget Officer	Australia	P-4	AMOPPBF
AHMAD-HAQUE,Ms REHANA Political Affairs Officer	U S A	P-3	SPQRCDT
AMIEL,Mrs GERMAINE Verbatim Reporter	France	P-3	CS
BHUTANI,Mr MOHINDER Economic Affairs Officer	India	P-3	TCD
FLETCHER,Mrs RITA RENEE Budget Officer	Philippines	P-3	AMOPPBF

4. Movements under the Vacancy Management and Staff Redeployment System
b. Reassignments (within the same office)

Name Functional Title	Nationality	Grade	Office
GRAY,Mrs BEVERLY THOMPSON Budget Officer	Liberia	P-3	AMOPPBF
KAN,Mrs GLORIA L Budget Officer	U S A	P-3	AMOPPBF
PAN,Mrs FELICIA DAN-LING Officer-in-Charge	China	P-3	IESA
SOUMAHORO,Mr SEKOU Economic Affairs Officer	Cote d'Ivoire	P-3	TCD
SOWINSKI,Miss MARY Finance Officer	U S A	P-3	AMOPPBF
APIADO,Ms REBECCA U Auditor	Philippines	P-2	AMIAD
MATSUURA,Miss KUMIKO Finance Officer	Japan	P-2	AMOPPBF
WILLIAMS,Ms MIGNON P Finance Officer	Guyana	P-2	AMOPPBF
WORMUS,Mr JAY WILLIAM Personnel Officer	U S A	P-2	UNOV
YABYABIN,Mr FLORANTE L Auditor	Philippines	P-2	AMIAD

PERSONNEL MOVEMENTS

(July - September 1990)

4. Movements under the Vacancy Management and Staff Redeployment System

c. Transfers (between different offices)

Name Functional Title	Nationality	Grade	Office From	 To
NGUYEN,Mr DONG-HUU Economic Affairs Officer	Viet Nam	P-4	ECLAC	IESA
BROSHY,Mr GAD Administrative Officer	Israel	P-3	AMOGS	TCD
OBEN,Mr DON HARRIS E Economic Affairs Officer	Cameroon	P-3	ECA	WFC
WEISBROD-WEBER,Mr WOLFGANG Information Officer	Germany	P-3	UNOV	DPI
ARNABAL,Mr MIGUEL A Chief of Unit	Uruguay	P-2	SPQRCDT	AMOGS
MARSH,Mr CARL Deputy Chief	Jamaica	P-2	ESCAP	UNOV
RICO-TORRES,Mrs SUSANA Chief of Unit	U S A	P-2	UNOV	CS

PERSONNEL MOVEMENTS

(July - September 1990)

6. Return from Mission/Field Assignment

Name Functional Title	Nationality	Grade	Office
VAN DEN REYSEN,Mr JOSEPH Chief of Section	Congo	P-5	ECA

PERSONNEL MOVEMENTS

(July - September 1990)

7. Retirements

Name Functional Title	Nationality	Grade	Office	Separation Date
HARDING,Mr LAWRENCE Chief of Branch	Sierra Leone	D-1	IESA	31 Aug 90
NAKACHI,Mr MASAO Chief of Service	Japan	D-1	DPI	30 Jun 90
POKORNY,Mr ERNEST Senior Adviser	Austria	D-1	UNCTAD	30 Jun 90
IWAI,Mr SHIGEO Senior Political Affairs Officer	Japan	P-5	PSCA	31 Aug 90
QASIM,Mr ISA Co-ordinator	Jordan	P-5	AMOHRM	15 Jul 90
TRINDADE,Mr MARIO Senior Economic Affairs Officer	Portugal	P-5	ECE	31 Aug 90
DO,Mr TUAN L Contributions Officer	U S A	P-3	AMOPPBF	31 Jul 90
TEUFEL,Miss JUNE Radio Producer	U S A	P-3	DPI	30 Jun 90
ZAMORA,Mrs CHRISTIANE Editor	France	P-3	UNOG	31 Aug 90

8. Other Separations

Name Functional Title	Nationality	Grade	Office	Separation Date
GOMEZ,Mr LUIS MARIA Assistant Secretary-General, Controller	Argentina	ASG	AMOPPBF	31 Aug 90
DAS,Mr BHAGIRATH LAL Director	India	D-2	UNCTAD	31 Aug 90
AL-WALI,Mr IBRAHIM Secretary of the Commission	Iraq	D-1	ESCWA	31 Jul 90
BEAVAN,Mr KEITH Principal Officer	United Kingdom	D-1	DPI	30 Jun 90
EL-HUSSEIN,Mr ALI KHALID Principal Officer	Sudan	D-1	SPTASN	4 Apr 90
FUCHS,Mr JOSEPH Chief of Service	U S A	D-1	CS	31 Aug 90
HENCHOZ,Mr PIERRE EDMOND Chief of Section	Switzerland	D-1	PFIMS	31 Aug 90
VIDAL-NAQUET,Mr ALAIN Acting Deputy Executive Director	France	D-1	WFC	31 Aug 90
ALY KAMEL,Mr YOUSSEF KAMEL Senior Translator	Egypt	P-5	CS	3 Aug 90
TOWNSEND,Ms NARELLE Chief of Section	Australia	P-5	AMOGS	30 Jun 90
WHITTINGHAM,Mr WILFRED Senior Economic Affairs Officer	Jamaica	P-5	ECLAC	30 Jun 90
ZDROJOWY,Mr EDWARD Senior Officer	Poland	P-5	UNOV	20 Jul 90
FEDOROV,Mr ALEXEI Interpreter	U S S R	P-4	UNOG	30 Jun 90
GAIDOUK,Mr VLADIMIR Interpreter	U S S R	P-4	UNOG	30 Jun 90
KOUZNETSOV,Mr ALEXANDRE Economic Affairs Officer	U S S R	P-4	UNCTAD	31 Jul 90
KUO,Mr KWAN LEUNG Translator	China	P-4	UNOG	31 Aug 90

PERSONNEL MOVEMENTS

(July - September 1990)

8. Other Separations

Name Functional Title	Nationality	Grade	Office	Separation Date
LOPATINE,Mr ALEXANDRE Translator	U S S R	P-4	UNOG	15 Sep 90
PLENKINE,Mr DMITRI Interpreter	U S S R	P-4	UNOG	21 Aug 90
STRUCKA,Mr JAN Acting Director, Information Centre	Czechoslovakia	P-4	DPI	21 Sep 90
TANG,Mr SHIJIA Translator	China	P-4	UNOG	31 Aug 90
WATSON,Mr REGINALD Economic Affairs Officer	United Kingdom	P-4	ECE	2 Aug 90
BAO,Mr CHUANYUN Interpreter	China	P-3	UNOG	31 Aug 90
CHEKRYZHOV,Mr ALEKSANDR PAVLOVICH Statistician	U S S R	P-3	CS	31 Jul 90
DAI,Mr REWEI Translator	China	P-3	CS	23 Aug 90
DRISSI,Ms HELENE Translator	France	P-3	CS	31 Jul 90
FINAGENTOV,Mr VLADIMIR IVANOVICH Librarian	U S S R	P-3	CS	24 Aug 90
GABOUNIA,Mr GUEORGUI Economic Affairs Officer	U S S R	P-3	UNCTAD	31 Jul 90
HONG,Mr XING Interpreter	China	P-3	CS	17 Aug 90
MAXIMOV,Mr ALEXEI Translator	U S S R	P-3	CS	9 Sep 90
MOJAEV,Mr IOURI Auditor	U S S R	P-3	AMIAD	14 Aug 90
MORENO,Mrs SOFIA Translator	Spain	P-3	CS	21 Sep 90
NAGAITCHOUK,Mr VICTOR Information Officer	Ukrainian SSR	P-3	DPI	30 Jun 90

8. Other Separations

Name Functional Title	Nationality	Grade	Office	Separation Date
SEMENENKO,Mr VLADIMIR Economic Affairs Officer	U S S R	P-3	ECE	30 Jun 90
SHAO,Mr WEI Interpreter	China	P-3	CS	17 Aug 90
SHENG,Mr SHENG Translator	China	P-3	CS	23 Aug 90
VITKOVSKI,Mr VLADISLAV Translator	U S S R	P-3	CS	16 Sep 90
CABOOTER,Mr ERIC Statistician	Belgium	P-2	IESA	12 Jul 90
OVEJERO WALFISCH,Miss PALOMA Translator	Spain	P-2	CS	14 Sep 90
ROBINE,Miss CHRISTINE Publication Officer	France	P-2	OLA	1 Jul 90
SHANTZ,Ms CHRISTINE Editor	Canada	P-2	OPGS	17 Jul 90

9. The Assistant Secretary-General for Human Resources Management regrets to announce the death of the following staff member :

BAJAJ,Mr ASHWANI India P-4 CS
Administrative Officer
5 February 1932 - 27 August 1990

UNITED NATIONS

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Secretariat

ST/IC/1990/78
27 November 1990

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN*

1. The Programme began its twentieth year in September 1990 with very limited subsidies. It continues to be conducted under the auspices of an independent Board of Trustees. Qualified staff members supervise games, athletic activities, dance and creative movement, arts and crafts and homework.

2. The spring semester will run from Monday to Friday beginning on Friday, 1 February 1991 from 3.15 p.m. to 5.45 p.m. in the DC2 Building, 45th Street entrance (330 East 45th Street). Transportation is provided from the United Nations International School building at 25th Street to the DC2 Building. Private transportation arrangements must be made for children coming from other schools.

3. The Programme is open to 5- to 12-year-old children of United Nations parents. It is a subsidized programme established essentially for working parents not in a position to provide after-school care for their young children. Therefore, parents with net joint incomes of $28,000 or above are expected to pay for each child $200 per semester plus the $200 enrolment fee for each semester, which, together, represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration. Depending on demand, further criteria may be established by the Board of Trustees.

4. Interested parents are asked to complete the attached application form and return it by 10 January 1991 to room DC2-839. There will be a late fee of $50 for applications submitted after that date.

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* Personnel Manual index No. 13000.

5. There have been numerous complaints about the presence of children in the Secretariat Building and in the DC1 and DC2 buildings. Staff members are therefore expected to enrol their children between the ages of 5 and 12 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. If parents do not wish to do so, then they must make other arrangements to have their children supervised.

6. For further information, please call extension 3.8730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN

Spring semester _____(year)

Renewal |_____|

New application |_____|

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While ASRSP, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents with net joint incomes of $78,000 or above are expected to pay for each child $200 per semester plus the $200 enrolment fee, which, together, represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration.

How many persons does your family salary provide for? _____

Is your net family income* above $28,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 5.45 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.

UNITED NATIONS

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Secretariat

ST/IC/1990/79
29 November 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: MEDITATION ROOM LOCATED IN THE VISITORS' LOBBY OF THE GENERAL ASSEMBLY BUILDING

1. The Organization has over the years been requested by staff and the public to allow greater access to the Meditation Room located in the visitors' lobby of the General Assembly Building.

2. In response to these requests, arrangements have been made by the Security and Safety Service for the Meditation Room to be open to members of the staff and the public from 11 a.m. to 2 p.m. Monday to Friday, except holidays.

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